

Custodial, Labor and Trades Group
Labor and Trades Supervision Group
Sewage Maintenance Series

SEWAGE COLLECTION MAINTENANCE SUPERINTENDENT

09/95 (SAC)

Summary

Under direction, supervise and coordinate the maintenance of the City's sewage collection system and the installation of new sewer services.

Typical Duties

Organize and direct the maintenance of sewer lines and installation of sewer services personally or through subordinate supervisors. Involves arranging, overseeing, reviewing and adjusting activities of workers engaged in: operation of sewer cleaning equipment, maintenance of manholes, mains and other collection system components, collection of sewage samples, inspection of grease and sand traps, operation of cameras to photograph and inspect internal areas of existing sewer lines and water wells, connection of sewer lines to mains.

Plan and implement preventive sewage maintenance program. Involves: reviewing stoppage reports on a daily basis and taking appropriate action; determining type and amount of chemical to be used in the sewer system by reviewing sewage laboratory findings reports; determining needs, types of materials, and equipment required to complete preventive maintenance projects.

Provide customer service related to sewer system operations. Involves: directing cleaning of residences flooded by sewer or potable water caused by sewer main stoppage or water main break; responding to odor complaints and assuring that proper amount of chemicals and deodorants are fed into sewage system to eliminate hydrogen sulfide and other noisome odors; investigating illegal sewage tapping and preparing reports for appropriate action.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: responding to emergencies and determining remedial action; performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; assuring that assigned equipment is properly maintained; preparing daily activity logs and operating reports; preparing section budget and monitoring expenditures.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and six years of experience in the maintenance or construction and repair of sewage collection systems including four years experience in field maintenance at the level of Labor Lead Worker II or higher; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: maintenance of City's sewage systems, including use and operation of sewage cleaning equipment; federal and state rules and regulations relating to sewage system operations; chemicals and materials used in sewage systems; safety precaution rules and regulations. Good knowledge of the geography of the City.

Ability to: impartially and fairly exercise supervisory authority as delegated; plan and assign work schedules; plan, develop and implement a systematic preventive sewage system maintenance program; establish and maintain effective working relationships with fellow employees, and the general public; maintain records and prepare oral and written reports.

Physical Requirements: frequent exposure to noxious fumes and all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License; Must obtain Texas Class "C" Wastewater or Class "II"

Collection Certificate of Competency within one year of appointment.

Special Requirements: subject to recall during non-working hours.

Director of Personnel

Department Head

OFFICIAL